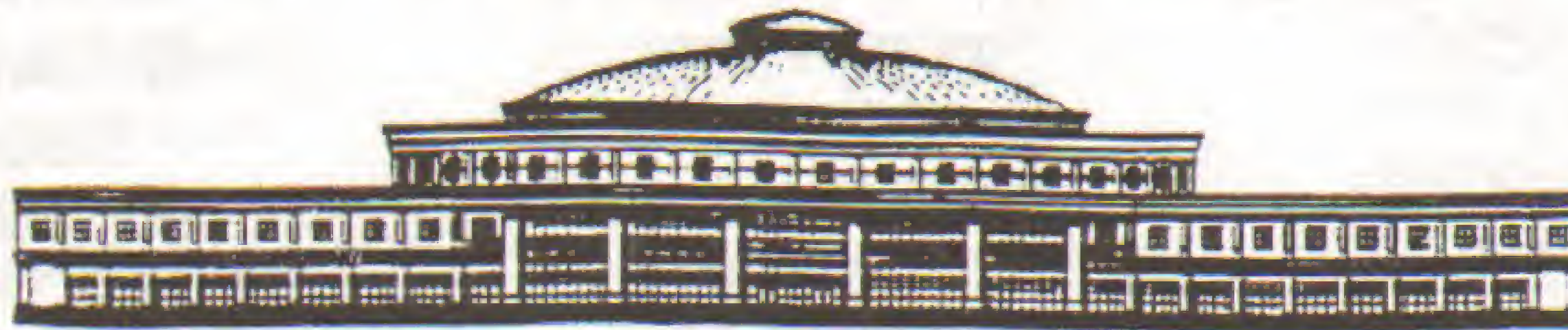


THE SHELTON CHRONICLE



Aug. 1, 1996

Vol. 3 No. 13

The SHELTON CHRONICLE is published twice a month by the office of Public Relations and Alumni Affairs, (205) 391-2221.

THIS MONTH ON CAMPUS

THURSDAY,
AUGUST 1
CITY SCHOOL
TEACHERS VISIT
SHELTON'S NEW
CAMPUS
8 a.m. - 5 p.m.

AUGUST 1-4
MAME
BAMA THEATRE
Call 345-3912 for tickets

THURSDAY,
AUGUST 1
TOUR OF NEW
CAMPUS
1 P.M.

TUESDAY, AUGUST 6
TOUR OF NEW
CAMPUS
10 a.m.

TUESDAY, AUGUST 6
QUALITY COUNCIL
3:30 - 5:30 p.m.
Room 146

THURSDAY,
AUGUST 7
SI TEAM #1
3:30 p.m.
Fredd Campus

THURSDAY,
AUGUST 7
SI TEAM #4
3 P.M. Room 319
Skyland Campus

THURSDAY,
AUGUST 8
TOUR OF NEW
CAMPUS
1 P.M.

FRIDAY, AUGUST 9
ADN PINNING
CEREMONY
First Baptist Church
Ceremony
7 p.m.

FRIDAY, AUGUST 9
COFFEE GROUNDING
NEW CAMPUS
7:30-8:30 A.M.

FRIDAY, AUGUST 9
SI TEAM #2
11 30 a.m. Room 1112
New Campus

TUESDAY, AUGUST 13
TOUR OF NEW
CAMPUS
10 a.m.

THURSDAY,
AUGUST 15
TOUR OF NEW
CAMPUS
1 p.m.

SUNDAY, AUGUST 18
RETIREMENT
RECEPTION
New Campus
3 p.m.

MONDAY, AUGUST 19
REGISTRATION
Skyland Campus

TUESDAY, AUGUST 20
REGISTRATION
Skyland Campus

THURSDAY,
AUGUST 22
CLASSES BEGIN.

FACES 'N PLACES

* Shelton student **LINDA BLEWITT**, this year's recipient of the Mabel Harries Endowed Spanish Scholarship, left July 8 to spend five weeks in Guadalajara, Mexico. Linda would love to receive mail from the Shelton family before her return on August 7. Air Mail all correspondence to:
Ms. Linda Blewitt
Manuel Acuna 2880
Providencia
Guadalajara
C.P. 44620
Jalisco, Mexico

*The third annual **ALABAMA EDUCATIONAL TECHNOLOGY CONFERENCE** will be held October 6-7 at the Birmingham-Jefferson Civic Center. Pre-conference workshops begin October 5. The

workshop is sponsored by the Alabama State Department of Education and the Alabama Department of Postsecondary Education. The registration fee is \$40 (Pre-conference workshops not included.) If you are interested, please call Hugh Kynard.

* Did you know that 150 students from 32 different countries attend classes at Shelton State? With Shelton's smaller classes, instructors can work closely with the students. Expenses for international students vary according to their personal needs. Based on a class schedule for 12 semester hours, tuition and fees for an international student at Shelton for one semester is \$1,000. For more information on Shelton's International Program, call (205) 391-2249 or (205) 391-2232. **David Sandy** is coordinator of Shelton's International Program.

SHELTON NEARS CAPITAL CAMPAIGN GOAL

Shelton State has raised \$1.1 million dollars as part of the \$1.2 million goal established for the college's Capital Campaign, according to Rick Rogers, assistant to the president. The money raised will be used to buy furniture and equipment for the college's new campus.

Several large gifts have been made to the campaign recently. AmSouth Bank and First Alabama Bank pledged their support recently with a gift from both institutions.

"The college is very appreciative for the continued support from our friends at AmSouth and First Alabama banks. Sam Faucett and Carl Albright understand the importance of a quality education and their generosity is another example of their commitment to the community and citizens of West Alabama," said Shelton President Tom Umphrey.

INDUSTRIAL MAINTENANCE TECHNOLOGY

The Center for Advanced Productivity, a division of Shelton State Community College, announces the opening of the Industrial

Maintenance Technology (IMT) certificate program. The 26 credit hour program has been carefully designed to train the individual in multi-skilled industrial maintenance. A student may enroll in one or more courses at a time. Courses are scheduled three months in advance with availability dependent upon student enrollment. Both day and evening classes are available. All applicants must have a high school diploma or GED certificate. For an interview, call 391-2434.

POLICY

PLEASE NOTE: THIS POLICY IS TAKEN FROM PAGE 25 OF THE COLLEGE CATALOG.

Visitors should be able to demonstrate a valid purpose for being on campus. They are expected to abide by the regulations of the institution. Shelton students are held responsible for their guests' conduct. WHILE CHILDREN ARE ON CAMPUS, THEY SHOULD BE UNDER THE SUPERVISION OF THEIR PARENTS.

IN THE ABSENCE OF A WRITTEN POLICY, NON-REGISTERED

INDIVIDUALS ARE NOT ALLOWED IN THE CLASSROOM UNLESS THE VISIT IS APPROVED BY THE INSTRUCTOR AND IT IS ON A ONE-TIME BASIS only. Children are not allowed to attend classes with parents. Individual instructors as well as the student attending the class will be expected to follow the policy. Again, those not following the policy will be asked to leave the campus.

TERRIFIC TUESDAYS COMING THIS FALL

The Monday Concert Series will change this fall to Terrific Tuesday Concerts. Terrific Tuesdays will be MUS 100 and will be offered on Tuesdays from 1-2 p.m.

In addition the music department will offer guitar classes this fall. Beginning guitar MUS 147-01 will meet Wednesdays and Fridays from 12 noon - 1 p.m. It is a two-hour course. Intermediate Guitar MUS 148-01 will be taught Wednesdays and Fridays from 1-2 p.m. and is a two-hour course. Students need an acoustic guitar for either class.

NEW QUALITY COUNCIL PUT TO WORK

Shelton's new Quality Council has gone to work. The QC members met on July 1 for an orientation session and they now meet every two weeks on Tuesday afternoons. Minutes of all meetings will be available through the library. During the July 9 meeting, the QC saw a short video on the dynamics of change. A discussion followed about the QC's role in helping the college understand and adjust to the impending organizational changes resulting from numerous retirements.

The QC got a preview of the new book by Dr. Stanley Spanbauer, **REENGINEERING EDUCATION WITH QUALITY.** Shelton state is one of 11 institutions featured in the new book. During the meeting, it was pointed out that the last chapter addresses the challenges of maintaining the momentum of quality in the midst of organizational change. The QC's challenge is to motivate, stimulate, and

encourage the five SI teams to work toward improving systems and processes.

During the July 23 meeting, the QC discussed the role of the QC in relation to the Vice President's Council (VPAC). The Quality Council's focus will be primarily on "Process Improvement" while the VPAC will focus more on "strategic planning and policy." Quality council representatives from the five Systems Improvement (SI) teams gave a brief status on their respective teams. The QC hopes to have a retreat in the near future to work on team building.

The new QC is a lively, enthusiastic, and motivated group. Everyone shares the same objective, improving the quality of the services we provide our students, employees, and the community. After all, these people are our reason for being here.

LECTURE HALL NOW COMPLETED

SHELTON'S new lecture hall is completed and seats 235 people. The hall is designed to hold large lecture groups, special

meetings and distance learning classes.

The lecture hall will have the capability to hold teleconferences and workshops and will be available for college functions, community programs and business industry sessions. The special equipment was purchased with funds from the college's Capital Campaign and through a grant from the Tennessee Valley Authority (TVA).

INSTITUTIONAL POLICIES

COLLEGE RECORDS MANAGEMENT

Policy Statement:

Public records are valuable resources for which all employees of the college are responsible. College records will be managed in accordance with the ALABAMA COLLEGE SYSTEM GENERAL RECORDS SCHEDULE, which includes state requirements, the SHELTON STATE COMMUNITY COLLEGE GENERAL RECORDS SCHEDULE, and the COLLEGE RECORDS MANAGEMENT MANUAL.

Responsibility:

Implementation of this policy is the responsibility of the College Records Officer. All College employees are responsible for maintaining public records in accordance with the references cited.

Guidelines:

Procedures will be contained in the COLLEGE RECORDS MANAGEMENT MANUAL.

ADMINISTRATIVE LEAVE FOR COLLEGE EMPLOYEES

Policy Statement:

Employees on Salary schedule A,B,C, and E may request and be granted administrative leave with pay, at the discretion of the President, for the following reasons: voting, donating blood, job interviewing within the institution, legislative duties, and court attendance.

Employees on schedule D may request and be granted administrative leave with pay for the above reasons and, except for court attendance, will be responsible for the cost of providing a substitute instructor for any classes scheduled during the leave period. For court attendance only, this policy is extended to salary schedule H employees.

Responsibility:

Implementation of this policy is the responsibility of the Vice President.

FROM THE VICE PRESIDENT

If you are interested in reviewing a copy of the Alabama State Board of Education Policy Manual, you will find one located in the Skyland Campus library.